



2007 MICROSOFT® OFFICE SYSTEM USER INTERFACE DESIGN GUIDELINES

PREVIEW

Preview of the Guidelines for Licensing the 2007 Microsoft Office System User Interface

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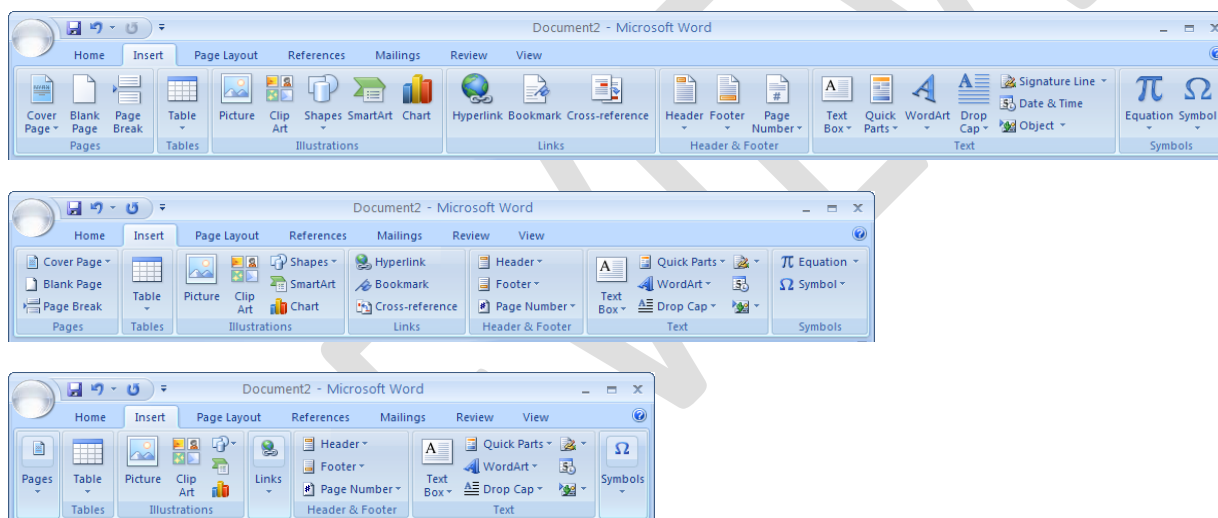
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RIBBON RESIZING

The layout of controls in the Ribbon changes when the width of the application window changes. When displayed on a large monitor, the Ribbon will adjust to show the “large versions” of groups in the Ribbon. When displayed on a small monitor, or when the user chooses to manually reduce the size of the application window, the Ribbon will adjust to show the “small versions” of groups in the Ribbon. The Ribbon is not designed for a particular display resolution. The Ribbon simply provides the best arrangement of the controls for the application and displays that arrangement appropriately for every possible size of the application window.

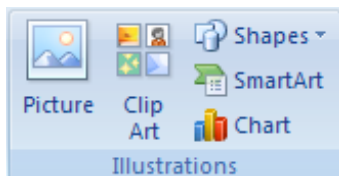
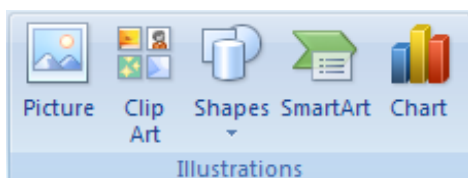
The figure below illustrates how the layouts of controls on Microsoft Word’s Insert Tab change when the application window is horizontally resized. Note that some controls change from being displayed as large controls to being displayed as small controls when the Ribbon is narrower. Also note that some text labels for controls are removed from the Ribbon when the Ribbon is narrower.



DEFINING GROUPS FOR RIBBON RESIZING

1. Resizing the width of the application window **MUST** change the layout of controls on the Ribbon.
2. The layout of controls on the Ribbon **MUST** change in real-time when the application window is resized by dragging with the mouse. The change in the layout of controls on the Ribbon **MUST NOT** be delayed until after the application window has been resized and the left mouse button is released.

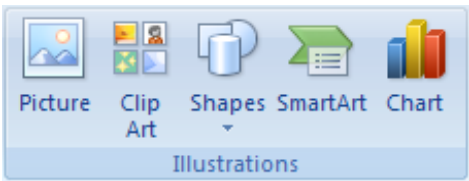

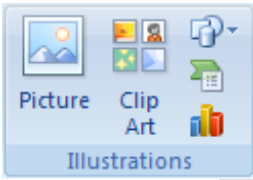
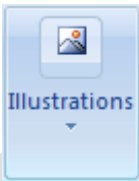
3. Changing the layout of the controls on the Ribbon MUST be achieved by substituting variants for each group that differ in width. *(Note in the figure below two different variants for the Illustrations group that use a different layout for the controls and vary in width.)*



4. Each variant MUST have a unique layout for the controls in the group
5. Each variant MUST contain all of the controls for the group. Controls MUST NOT be added or deleted from different variants of the same group.
6. Groups MUST have at least two predefined variants, "Large" and "Collapsed." *(NOTE: in the figure below the large and collapsed group variants for the Illustrations group.)*

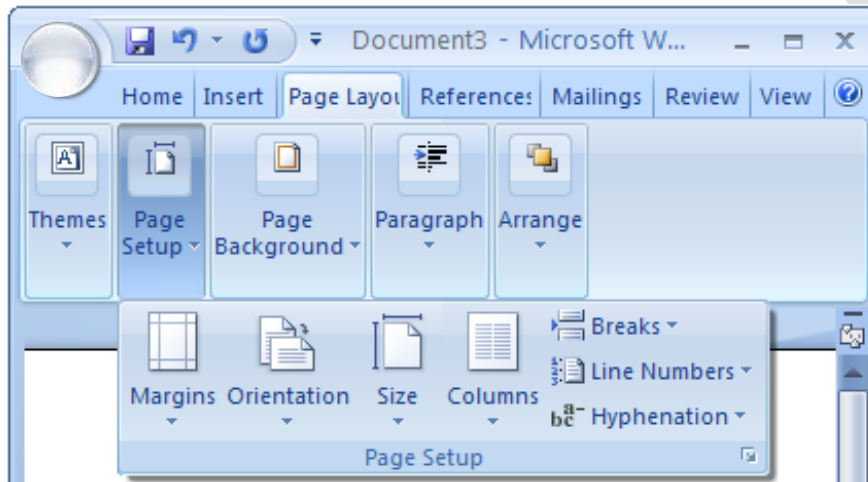
Large	A screenshot of the 'Large' variant of the Illustrations ribbon group, showing the full set of five icons (Picture, Clip Art, Shapes, SmartArt, Chart) and their labels within a wide ribbon bar.
Collapsed	A screenshot of the 'Collapsed' variant of the Illustrations ribbon group. It is a much narrower ribbon bar containing only the 'Picture' icon and label, with a small downward arrow below the label.

7. Groups SHOULD have three – four predefined variants to provide a smooth transition between group variants when the application window is horizontally resized. The four predefined variants for the Illustrations group are shown in the table below. *(Note how the layout of controls for each variant changes to produce variants of different widths.)*

	<p>Large. All five controls are displayed using large icons (32x32 pixels at 96 dpi)</p>
	<p>Medium. The first two controls are displayed using large icons. The last three controls are displayed using small icons (16x16 pixels at 96 dpi) and are stacked vertically to decrease the width of the group.</p>
	<p>Small. The first two controls are displayed using large icons. The last three controls are displayed using small icons, but the text labels have been dropped to decrease the width of the group.</p>
	<p>Collapsed. The group is collapsed into one item that displays the group text label, "Illustrations."</p>

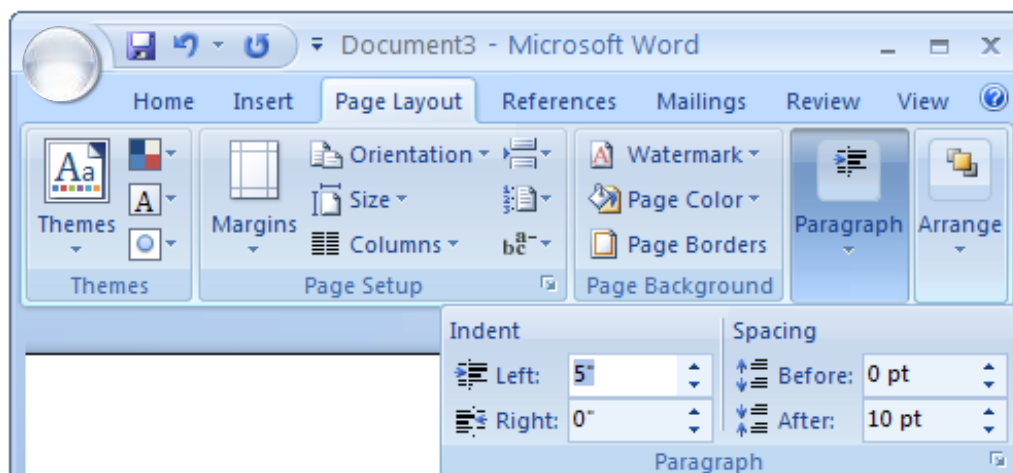
COLLAPSED GROUP BEHAVIOR

1. Collapsed groups MUST use the same text string as the group Label
2. Clicking a collapsed group MUST display the largest variant for that group below the Ribbon if the group does not contain an in-Ribbon gallery. For groups that contain an in-Ribbon gallery, the smallest variant for that group MUST be displayed below the Ribbon. *(Note in the figure below the collapsed “Page Setup” group is displayed below the Ribbon.)*



3. All controls MUST behave in the same way when they are displayed below the Ribbon from a collapsed group as they do when they are displayed on the Ribbon.
4. Collapsed groups displayed below the Ribbon MUST immediately disappear after a control within it is chosen.
5. Collapsed groups displayed below the Ribbon MUST immediately disappear if the user clicks anywhere outside the group.
6. Clicking outside a collapsed group displayed below the Ribbon MUST NOT dismiss or clear the current selection of objects or text in the document.

7. For controls that require user input, like spinner controls and combo boxes, the group MUST remain displayed below the Ribbon until the user types ENTER on the keyboard or clicks anywhere outside the group. (Note in the figure below that the collapsed group remains displayed while the user has text selection in the combo box for Indent Left.)

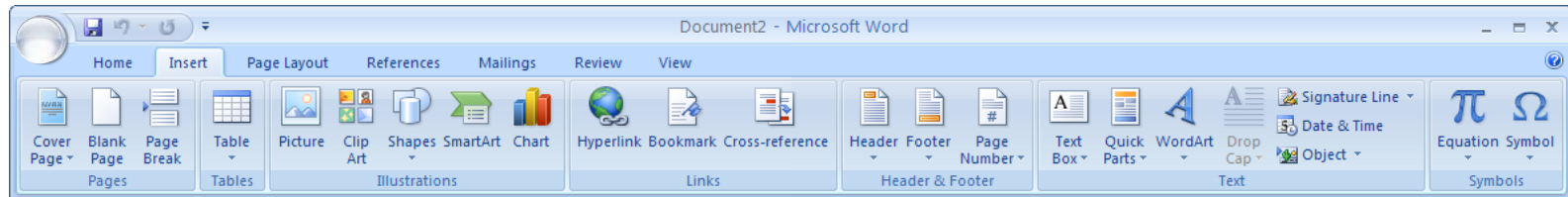


DEFINING GROUP COMBINATIONS FOR RIBBON RESIZING

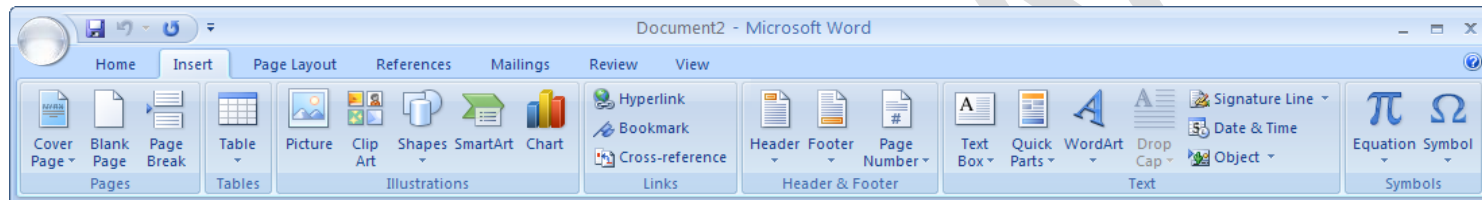
- Each tab in the Ribbon MUST have several predefined combinations of group variants for a sample of several possible application window widths. The table below provides a summary of the fifteen predefined group variant combinations for the Insert tab in Microsoft Word.

		Group Variants (Large, Medium, Small, Collapsed)						
		Pages	Tables	Illustrations	Links	Headers & Footers	Text	Symbols
Group Combinations for Insert Tab	1	Large	Large	Large	Large	Large	Large	Large
	2	Large	Large	Large	Medium	Large	Large	Large
	3	Large	Large	Large	Medium	Large	Large	Medium
	4	Medium	Large	Large	Medium	Large	Large	Medium
	5	Medium	Large	Large	Medium	Large	Medium	Medium
	6	Medium	Large	Large	Medium	Medium	Medium	Medium
	7	Medium	Large	Medium	Medium	Medium	Medium	Medium
	8	Medium	Large	Medium	Medium	Medium	Small	Medium
	9	Medium	Large	Medium	Collapsed	Medium	Small	Medium
	10	Collapsed	Large	Medium	Collapsed	Medium	Small	Medium
	11	Collapsed	Large	Medium	Collapsed	Medium	Small	Collapsed
	12	Collapsed	Large	Small	Collapsed	Medium	Small	Collapsed
	13	Collapsed	Large	Collapsed	Collapsed	Medium	Collapsed	Collapsed
	14	Collapsed	Large	Collapsed	Collapsed	Collapsed	Collapsed	Collapsed
	15	Collapsed	Large	Collapsed	Collapsed	Collapsed	Collapsed	Collapsed

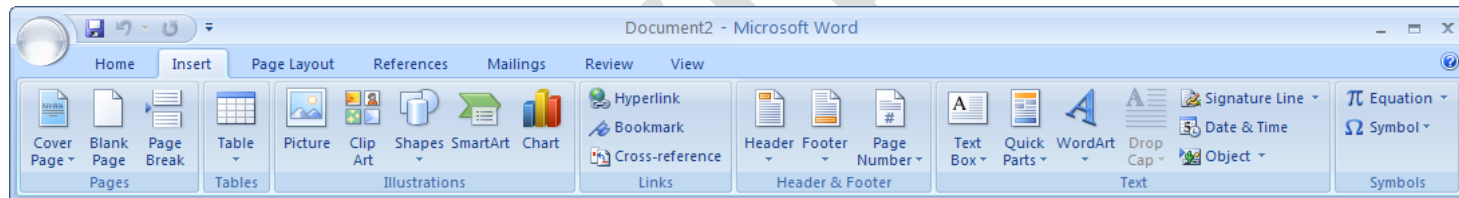
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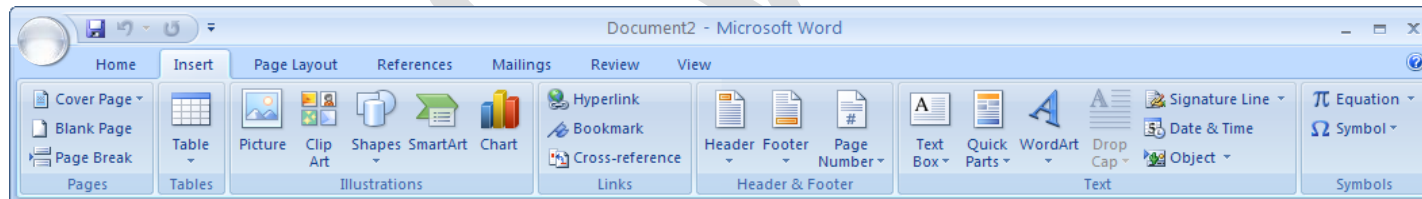
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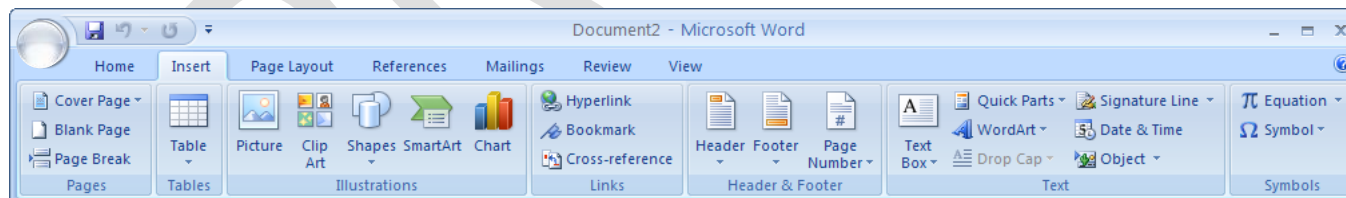
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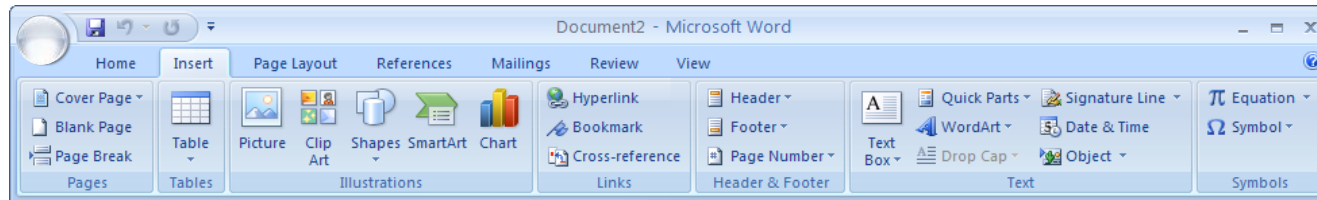
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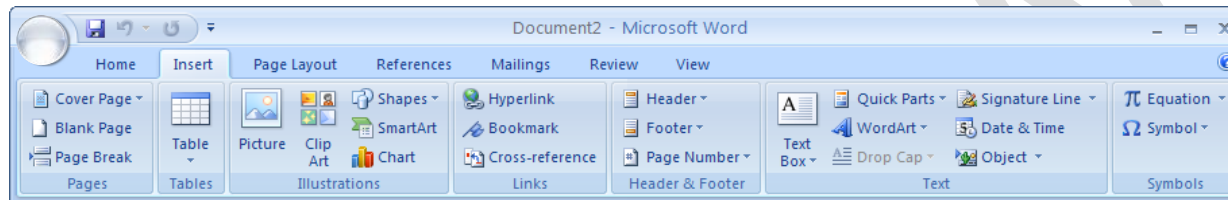
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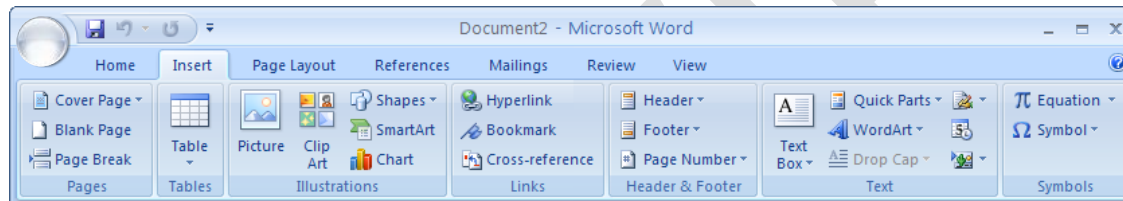
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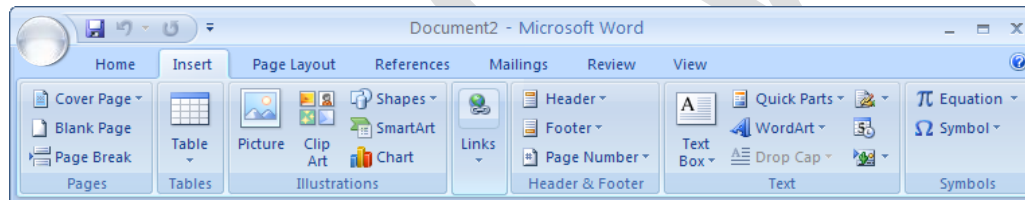
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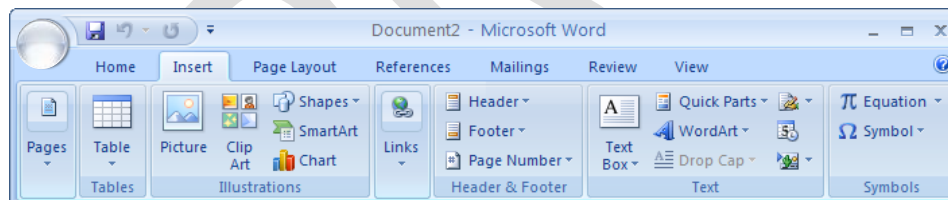
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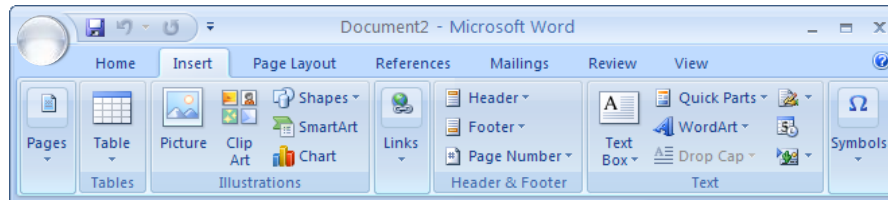
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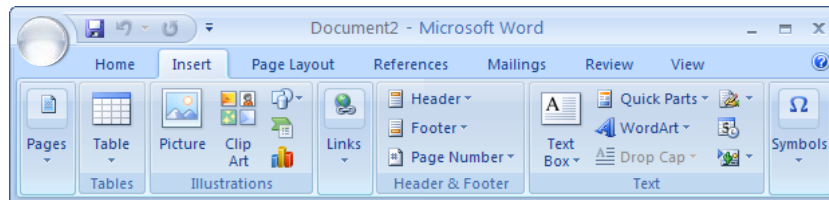
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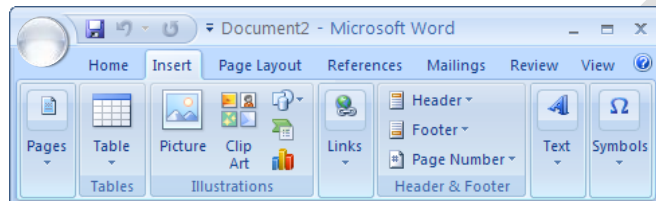
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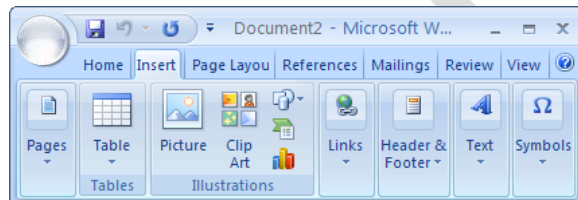
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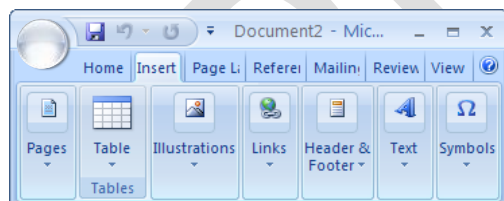
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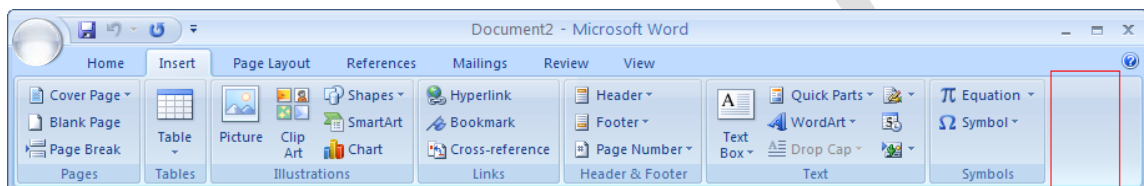
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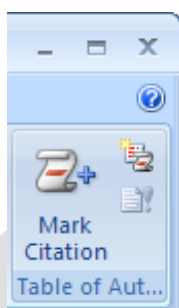
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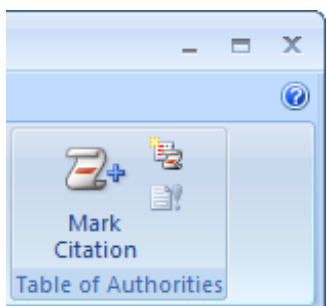
2. When the application window is horizontally resized, the combination of variants that allows the greatest number of groups to be at their largest variants **MUST** be displayed.
3. If the width of the application window is too large for a combination of group variants to fill the entire Ribbon, then the groups **MUST** be left aligned in the Ribbon with any remaining empty space displayed on the right. *(Note in the figure below empty space is displayed on the right side of the Ribbon, since there is not enough room to display one of the groups at their next larger size.)*



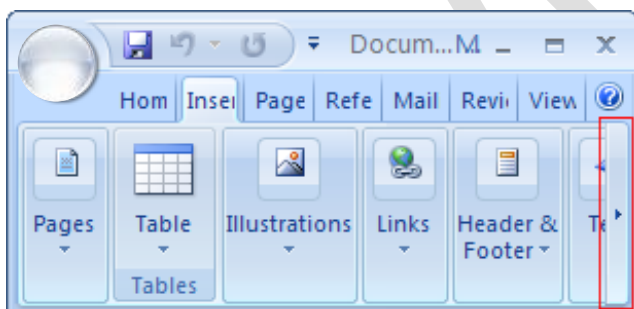
4. The width of each group **MUST** be determined by the width of the controls within the group. The width of each group **MUST NOT** be determined by the length of the group label.
5. If the length of the group label is wider than the width of the controls within the group, then the group label **MUST** be truncated to provide more available space on the Ribbon for other groups to display larger variants. For this reason, the length of group labels **MUST** be kept short. *(Note in the figure below the Table of Authorities group label is truncated because the group label is wider than the controls within the Group.)*



6. If empty space is available on the right side of the Ribbon, then the width of the group SHOULD automatically increase so that the group label is no longer truncated. The group label and controls SHOULD be horizontally centered when this action occurs. *(Note in the figure below the width of the group has been expanded and the group label is no longer truncated since additional empty space was available on the right side of the Ribbon. Also note that the controls within the group are horizontally centered.)*

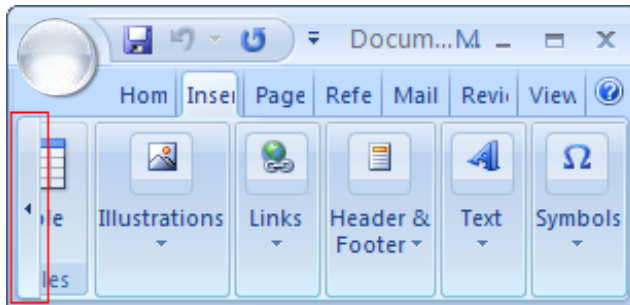


7. A horizontal scroll button MUST be displayed when the width of the application window is too small to display the groups at their smallest variant size. *(Note in the figure below the horizontal scroll arrow on the right side of the Ribbon.)*



8. The horizontal scroll button MUST first appear on the right edge of the Ribbon and the right side of the Ribbon MUST be cropped.
9. Hovering over the horizontal scroll button MUST NOT cause the Ribbon to scroll.

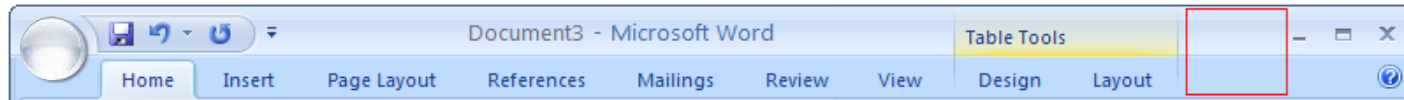
10. Clicking the horizontal scroll button MUST page (not scroll) the Ribbon to the left. When the tab is paged all the way to the right, the horizontal scroll arrow MUST be displayed on the left side of the Ribbon. *(Note in the figure below the left side of the Ribbon is now cropped after clicking the horizontal scroll button.)*



11. The scrolled state for each tab MUST be independent of the scroll state for other tabs in the Ribbon.
12. The scrolled state MUST be remembered per tab. Navigating from tab A to tab B, and then back to tab A, MUST NOT discard the scrolled position for tab A, regardless of how much scrolling was performed on tab B when it was displayed. Resizing the application window SHOULD discard all scrolling position persistence.
13. The entire Ribbon SHOULD completely disappear when the application window is less than 300 pixels wide and 250 pixels tall to provide more space for displaying the document.
14. The tabs MUST compress to fit the available space when the application window is horizontally resized using the rules outlined in the table below.

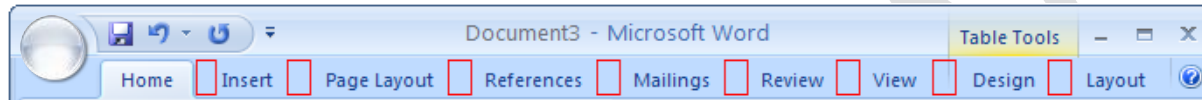
Step 1	Gradually remove empty space to the right of the tabs
Step 2	Gradually and uniformly remove the padding from both sides of all the tabs until the minimum padding required for displaying the tab selection and hover states is reached.
Step 3	Add separator lines between tabs to assist readability.
Step 4	Reduce the width of the tab with the longest name by truncating the text label. Continue reducing the width of the largest tab (or tabs in the case of ties) until all tabs are the same width. Tooltips MUST display the complete names of any tab whose text label is truncated. (NOTE: The minimum padding required for displaying the tab selection and hover states MUST be maintained.)
Step 5	Reduce the width of all core tabs equally down to a minimum of about three characters. (NOTE: Contextual tab names SHOULD NOT be truncated until Step 6 below.)
Step 6	Display a horizontal scroll button.

Step 1



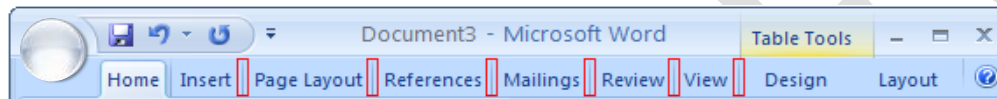
Gradually remove empty space to the right of the tabs.

Step 2



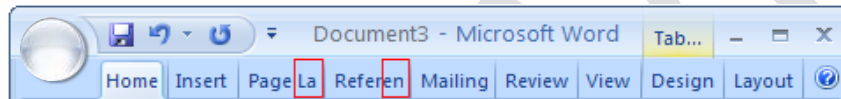
Gradually and uniformly remove the padding from both sides of all the tabs until the minimum padding required for displaying the tab selection and hover states is reached.

Step 3



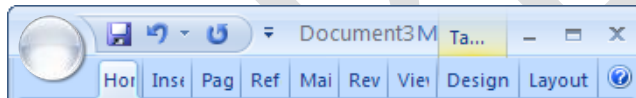
Add separator lines between tabs to assist readability.

Step 4



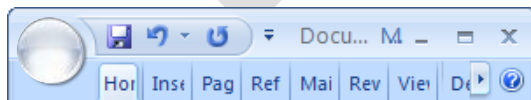
Reduce the width of the tab with the longest name by truncating the text label. Continue reducing the width of the largest tab (or tabs in the case of ties) until all tabs are the same width. Tooltips MUST display the complete names of any tab whose text label is truncated. **(NOTE: The minimum padding required for displaying the tab selection and hover states MUST be maintained.)**

Step 5



Reduce the width of all core tabs equally down to a minimum of about three characters. **(NOTE: Contextual tab names SHOULD not be truncated until Step 6 below.)**

Step 6



Display a horizontal scroll button.

BEST PRACTICES FOR RIBBON RESIZING

1. Every group that contains more than one control **SHOULD** have a collapsed group variant defined as its smallest size variant.
2. Groups that contain less frequently used controls **SHOULD** be displayed smaller before groups that contain more frequently used controls.
3. Groups that contain controls with 16x16 icons that are better known to users **SHOULD** lose labels before lesser known controls when defining how the Ribbon will be resized.